



Insight PA Cyber Charter School

Family State Testing Guide

2024-2025

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INSIGHT PA
CYBER CHARTER SCHOOL

“Life ready learning experiences.”



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Student and Family Expectations

- Students will attend scheduled state testing. Not attending will result in unexcused absences for each day the student is scheduled and does not attend.
- Families will place all testing dates on their family calendar and will try to avoid scheduling vacations, doctor appointments, etc. on testing weeks.
- Families will confirm testing locations through Testing Nirvana for EACH in-person test administration.
- Students will be scheduled to the closest testing site to them and take all exams at the same site for that administration.
- In the event that rescheduling of testing times and/or dates is needed, families will work with their site lead and the testing coordinator.
- Students will arrive on time and ready to begin their assessments on the date(s) they have been scheduled for.
- Families will wait for their student to complete their assessments away from the testing rooms. Some sites have a common area where families can wait, but no one other than staff or testing students are allowed by the testing rooms, unless with specific permission.
- Students will attend testing in appropriate attire. Dressing in layers is recommended as we can't predict the exact temperature of the testing rooms.
- Students will hand over all cell phones and any other electronic devices to the proctor upon entering the testing room, to be held until the test is ended. Phones may not be returned during break times.
- If students bring purses/backpacks into the testing room, they will remain closed and under the desk.
- Students are expected to behave appropriately. If behavior becomes an issue, teachers may call parents to pick the student up before the test session is completed.
- Students will bring along a book to read until the testing session is completed. Textbooks are not allowed.
- Parents will promptly pick up students at the end of the testing session.




Confirmations

Each family will receive a test confirmation email from our test assignment database called Testing Nirvana, which is sent to the student's school account and the Learning Coach email account that the school has on file. The e-mail address is from Test@(yourschoolname).org. If you aren't able to find the email, check your junk inbox as mailboxes with high spam filters tend to filter them there.

Open the email, check out the test date(s) and time(s) and select the "Click Here To RSVP" button below to select either "Confirmed" or "Negative". An example of a confirmation e-mail is below:

Insight PA Cyber Charter School Please Verify Your Scheduled Assignments for 2023 keystones - DO NOT REPLY

 donotreply=testingnirvana.com@host.testingnirvana.com on behalf of Testing Nirvana <donotreply@testingnirvana.com>
To: Laskey, Nichol (SPA Teacher)

1 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please note this is an unmonitored email account. Do Not Reply.

Dear Insight PA families,

Please click the link below the says "Click here to RSVP" to RSVP for your Spring Keystones. If you are scheduled, you are required to attend. Failure to attend will result in an unexcused absence that day. Proficiency on all 3 Keystone exams (algebra, biology, and literature) is the most direct path to meet graduation requirements per [PDE Act 158](#). You can find additional information regarding the Keystone Exams by clicking [THIS LINK](#).

Prior to testing, you must complete the [Health Information Survey for State Testing](#) if you have not done so yet.

If your child will be arriving or departing testing alone or with someone else, you must complete the [Transportation Waiver HERE](#).

Please note this email account is not monitored. If you have any concerns/questions about your student's testing assignment, please send an email to nilaskey@insightpa.org.

Thank you,
Nichol Laskey

Assessment Coordinator

[Click here to RSVP](#)

WHO: [REDACTED]
WHEN: Monday: May 22nd 08:30 AM to 12:00 PM
TEST: Literature
WHERE: Week Two - Elkins Park - Gratz College 7605 Old York Rd Elkins Park

Free parking is available. Directions will be provided. Testing end times are approximate. The Keystones are untimed exams.
WHO: [REDACTED]
WHEN: Wednesday: May 24th 08:30 AM to 12:00 PM
TEST: Biology
WHERE: Week Two - Elkins Park - Gratz College 7605 Old York Rd Elkins Park

Free parking is available. Directions will be provided. Testing end times are approximate. The Keystones are untimed exams.



Please note this is an unmonitored email account. Do Not Reply.

Dear Insight PA families,

Please click the link below the says "Click here to RSVP" to RSVP for your Spring Keystone. If you are scheduled, you are required to attend. Failure to attend will result in an unexcused absence that day.

Proficiency on all 3 Keystone exams (algebra, biology, and literature) is the most direct path to meet graduation requirements per [PDE Act 155](#).

You can find additional information regarding the Keystone Exams by clicking [THIS LINK](#).

Prior to testing, you must complete the [Health Information Survey for State Testing](#) if you have not done so yet.

If your child will be arriving or departing testing alone or with someone else, you must complete the [Transportation Waiver HERE](#).

Please note this email account is not monitored. If you have any concerns/questions about your student's testing assignment, please send an email to nlaskey@insightpa.org.

Thank you.

Nichol Laskey

Assessment/PBIS Coordinator

Here are your scheduled assignments.
Please review them and then confirm by using the edit link,
or by selecting one of the 'All' links to the right.
If you select Not Confirmed for any assignment
a school official will contact you.

23 Assignments for your family

Site	Address	Distance	Day	Time	Map	Tests	Edit	Print
Week Two - Elkins Park - Gratz College	7605 Old York Rd Elkins Park	5.72 miles	Monday: May 22nd	08:30 AM to 12:00 PM		Day1LIT	Not Confirmed	
Week Two - Elkins Park - Gratz College	7605 Old York Rd Elkins Park	5.72 miles	Wednesday: May 24th	08:30 AM to 12:00 PM		Day3BIO	Not Confirmed	

CONFIRM ALL
 SET ALL TO NOT CONFIRMED



What To Expect On Testing Day

Arrival time

- PSSA and Keystone arrival time will be communicated with your site assignment and will be reiterated by your site lead
- ACCESS and PASA arrival and start times will be scheduled and communicated individually

Sign in Procedures

- A parent/guardian needs to sign in their student each day. The only exception is if a student is able to drive themselves to the test site. In this case, guardian must complete the Student Transportation Waiver form prior to arrival
- If someone other than a parent/guardian brings the student to the test, they must complete the Student Transportation Waiver form prior to arrival

Late Arrivals

- If a room has begun testing, the late student may have to be rescheduled for a different testing day or time. If you think you will be late or absent, please contact your site lead immediately! Site lead contact information is listed at the end of this document

Parent/Guardian Expectations

- Parents are **NOT** allowed in any of the testing rooms. Proctors and Hall Monitors will take students to the testing rooms.
- Parents may stay on site in one of the designated areas if there is one available.
- We ask that parents not sit directly outside the testing rooms as this can make it difficult for students to stay focused when they know their parent is outside. This is especially true for our younger children who may want to take advantage by requesting multiple restroom breaks to get to see their parent throughout the morning.

Student Workload Expectation

- Most of our staff and students will be out testing during the testing window. Each staff member has put a plan in place to lessen student workloads to allow time for completing the tests without the added stress of catching up on work.



What to Bring:

- Testing rooms can be chilly. We encourage families to dress their students in layers so a jacket can be removed if a student gets too warm.
- Reading material is encouraged so that students have something to keep them occupied until the entire room finishes with a test.

What NOT to Bring

- Electronic Devices - Students may NOT keep a cell phone, tablet, smartwatch, etc. on their person during the test session. This includes any technology that may be used for reading a book after testing is finished. All electronics will be collected as the students enter the testing room and will be labeled with their name and held by our staff until the testing session is over. They will not be returned during breaks. ALL TECHNOLOGY MUST BE POWERED DOWN AND LEFT ON THE PROCTOR'S TABLE BEFORE A TEST SESSION BEGINS.

Pick up procedures

- Parents will need to sign their student out at the same place they signed them in. Students will be dismissed after all tests in the rooms have been completed. Please keep all family members quiet in the hallways while waiting for the students to finish testing. Students who have provided the Student Self Check-In form may sign themselves out when finished testing. Please don't leave with your student until you have checked out at the check in/out desk with our staff.

Inclement Weather

- In the event of inclement weather, families will be notified by email and automated phone calls that testing will be rescheduled.

How to prepare for testing day

- Get plenty of rest the night before the test.
- Eat a good breakfast before coming to testing.
- Bring a positive attitude and a relaxed spirit.

Students with medical needs

- The school nurses work hard to make sure the staff at testing sites are aware of student medical needs, HOWEVER, if your student has a medical issue, please make sure you have reached out to the site lead prior to the beginning of testing to make sure a medical plan is in place. This includes food allergies and the possibility of having



seizures on-site. This information will be sent to the coordinators at the testing sites so it can be handled appropriately with your student's safety in mind.

Illness or Emergency the Morning of Testing

- If your student is not able to come the morning of a test due to illness or a family emergency
 - Contact the site lead by email, text, or phone call. Please make sure you leave your student's full name, grade level, and your name and relationship to the student.
 - The site lead will reply with options for scheduling a make up day.
 - Complete the [Absence Reporting Form](#).



Required State Assessments

As a Pennsylvania Public School, Insight PA Cyber Charter School is required by the Pennsylvania Department of Education to administer the following assessments:

1. **PSSA (Pennsylvania System of School Assessment):** Students in grades 3-8 are tested in English Language Arts and Mathematics. Students in grades 5 and 8 are tested in Science.
2. **Keystone Exams:** keystones are end of course exams for high school students. Students are tested in English Language Arts, Algebra I, and Biology. Students must attempt all three Keystone exams before the end of their 11th grade year.
3. **PASA (Pennsylvania Alternate System of Assessment):** Students in grades 3-8 and 11 identified as requiring the alternate assessment are tested in English Language Arts and Mathematics. Students in grades 4, 8, and 11 are tested in Science.
4. **ACCESS for ELLs (English Language Learners):** ACCESS for ELLs is taken annually by English learners in kindergarten through grade 12



Pennsylvania System of School Assessment (PSSA)

Grades Involved: 3rd, 4th, 5th, 6th, 7th, 8th

Subjects Tested: English Language Arts, Mathematics, Science

Format: Insight PA offers this assessment in paper and pencil format as well as online format.

Regardless of format, all tests must be completed in person at a testing site.

Website:

<https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/PSSA/Pages/default.aspx>

The PSSA is an annual, standards-based, criterion-referenced assessment that provides an understanding of student and school performance related to attaining proficiency of academic standards in English Language Arts, Mathematics, and Science.

Keystone Exams:

Grades Involved: 9th, 10th, 11th (7th and 8th if taking algebra)

Subjects Tested: English Language Arts, Algebra I, Biology

Format: Insight PA offers this assessment in paper and pencil format as well as online format.

Regardless of format, all tests must be completed in person at a testing site.

Website:

<https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/Keystones/Pages/default.aspx>

The Keystone Exams are end-of-course exams designed to assess proficiency in the subject areas of English Language Arts, Biology, and Algebra I. Proficiency on these exams is the most direct route to meeting graduation requirements per PDE Act 158.



Pennsylvania Alternate System of Assessment (PASA)

Grades Involved: 3rd, 4th, 5th, 6th, 7th, 8th, 11th

Subjects Tested: English Language Arts, Mathematics, Science

Format: Insight PA offers this assessment online **in person**.

Website:

[https://www.education.pa.gov/K-12/Special%20Education/Assessments/Pages/Pennsylvania-Alternate-System-of-Assessment-\(PASA\).aspx](https://www.education.pa.gov/K-12/Special%20Education/Assessments/Pages/Pennsylvania-Alternate-System-of-Assessment-(PASA).aspx)

The Individuals with Disabilities Act of 2004 (IDEA) requires that States and Local Education Agencies (LEAs) ensure that all children with disabilities are included in all general state and district-wide assessment programs, including assessments used for purposes of satisfying the Every Student Succeeds Act (ESSA). If necessary, a state or LEA may create an alternate assessment. The Pennsylvania Alternate System of Assessment (PASA) was developed in accordance with this allowance to meet the needs of students with the most significant cognitive disabilities who are not able to participate in the general assessment even with accommodations. The PASA is aligned with Pennsylvania's academic content standards with a reduction in depth and breadth evidenced by the Alternate Eligible Content, and measures the attainment of knowledge and skills of children with significant cognitive disabilities through performance tasks. Like the state-wide standardized test (the Pennsylvania System of Assessment or PSSA), the purpose of the PASA is to provide information to school districts and other educational service providers that will aid them in improving instruction for children.

ACCESS for ELLs

Grades Involved: K-12th

Subjects Tested: Listening, Speaking, Reading and Writing

Format: Insight PA offers this assessment online **in person**.

Website: <https://wida.wisc.edu/assess/access/tests>

Access testing is a summative English language proficiency assessment. ACCESS is taken annually by English learners in kindergarten through grade 12.



Testing Site Information

Information about testing sites can be found here - [Insight PA State Testing](#)